

7 October 1974

*Karen*

NOTE FOR: Mr. Blake via Mr. McMahon

SUBJECT : Format for Individual Office Reviews (Conferences)

1. At the Administration Advisory Group meeting of 5 September, there was some reference to a format for "Office reviews" and you mentioned that you would check on this and discuss it at the next meeting. I was not familiar with the issue, but have since learned that there was no AAG paper on the topic, but considerable enthusiasm for the approach followed by the Office of Finance in April 1974 for their Office Conference.

2. Attached is a copy of the agenda that was used by Tom Yale, and it is quite interesting in a number of respects:

a. It was a three-day gathering with large scale involvement by Finance careerists, who could attend all or part of the conference.

b. There was DCI participation, and some looking outward--to Messrs. Duckett, [REDACTED] Warner, [REDACTED]

c. Special note is made that [REDACTED] talked about DDI planning, and [REDACTED] discussed DDO planning.

3. I would not want to overload the agenda for the monthly meeting, but possibly we could ask Tom Yale to discuss the conference for about 10-15 minutes on the premise that:

a. The other Office Directors might want to adopt, or think about the same approach--as they consider appropriate.

b. You would be armed with solid information for your AAG meeting of 31 October 1974.

LJD

Att:

Memo dtd 21 Mar 74 to All MF Careerists fr D/Fin, subj: Finance Career Conference, 17-19 April 1974